

## June 2019 Issue

### VTrans Training Center Quarterly Employee Newsletter

## Work-Life Integration

Being able to maintain a proper work-life balance helps reduce unnecessary stresses and prevents potential burnout of employees.

Work-life balance may look different for everyone, but at the end of the day, the best work-life balance will give employees higher levels of job satisfaction and help employees maintain healthier habits.

The term "work-life balance" has yet to lose its buzz in the last few years, partially due to the dominating presence of millennials in the workforce.

[Read More Here](#)

### How to Stay on Track When You're Overwhelmed

Part of knowing how to balance your work life and home life is knowing how to manage stressors in the work place. When you get overwhelmed with your work life, it can trickle over and impact your home life.

- Manage your expectations
  - Be reasonable in what you can accomplish in a given day; don't set yourself up for disappointment.
- Break it down
  - Take a big project and break it into smaller, more manageable tasks.
- Clear your space
  - "A cluttered work space creates a cluttered mind"
- Follow your known systems
  - Although you may think a process you routinely follow is too time-consuming in a time of work-load, sticking with that process will ultimately help your productivity. Keep the good habits you've formed!

[Read the Full Article](#)

### Telework & Alternate Work Schedules

Telework is an innovative management tool that provides employees with the opportunity to **perform their duties at alternative work-sites during an agreed upon portion of their workweek**. Telework, also known as flexible workplace, work-at-home, flexi-place, and telecommuting, refers to **paid employment performed away from the official duty station**.

[Telework & Alternate Work](#)

[Telework & Alternate Work](#)

## Child Care Support

Having affordable and reliable child care is a key aspect to employees being able to build their families and their careers. Here are some ways the State of Vermont is looking to assist growing families:

- [Child Care Cost Reimbursement](#)
- [Infants at Work Policy](#)
- [Bright Futures Child Care Information System](#)



## Space is Limited: Register Today!

### Pathway to Supervision



Looking to develop and progress your career at VTrans? Participate in this five-day course customized by a team of agency representatives to deliver the fundamentals of supervisory responsibilities. This program is for those looking to advance their careers, team and crew leaders, and specialists within the Agency of Transportation. This course is a foundation program and consists of two main segments: 1. Supervisory roles and expectations, how to foster an environment that motivates employees to excel, and communicate effectively 2. Using a strength-based assessment to develop your career and be a successful role model and leader.

#### **Session 16 - Starts July 9th!**

**July 9 | July 23 | August 8 | August 20 | September 4**

*All held at the VTrans Training Center, 8:30 am - 3:30 pm*

## AOT Employee Spotlight

**Here at the VTTC, we are always looking for new ways to recognize our employees and the amazing work they do for the Agency.**

Our second spotlight will be on Jo Ann Stevens, DMV Technical Branch Manager. Jo Ann has been working for the State of Vermont since 1996, when she was hired at the Department of Employment & Training in Montpelier.



**1. What motivated you to come work for AOT?** I wanted to grow my career in Financial Management; in 2005 I accepted a job with the Department of Motor Vehicles as a position as

Financial Specialist; it proved to be a wise decision. I had wonderful mentors at the Montpelier office who guided me through the expenditure side of operations.

**2. Can you provide a little bit about your background/ life before AOT?** I grew up in Poughkeepsie, New York and had aspirations to work in Interior Design. After an internship working in retail as a requirement for my degree in Business Management, I spent several years gaining extensive experience in management and store operations as well as visual merchandising.

**3. What does a 'normal' day look like for you, being the DMV Technical Branch Manager?** I have a hard time defining a 'normal' day because there has been quite a bit of time spent on the new credentialing system (VTPICS) since I started this position in April of 2018. We have had success in establishing workflow improvements for license processes and developing eLearning available on the Learning Management System. There is a need to continue pushing forward on the work we have started for registration processes and create eLearning for current and new employees.

**4. What would you do (for a career) if you weren't working here?** If I was not working for the Agency, I suppose I would be in a financial role of some sort or designing office space for Office Environments.

**5. What advice do you have for employees that want to move up, or are feeling stuck?** Get involved. Communicate with your supervisor. Establish a career plan. Gain knowledge by asking questions of your peers and management. There are so many opportunities to advance your career with the Agency; when you make a change, do it because you are passionate about how you can make a difference.

**Have an idea on an AOT employee we should spotlight? Let us know!**

## Vermont Certified Public Managers Program

The Department of Human Resources (DHR) is pleased to announce a partnership between the DHR and the University of Vermont (UVM) Masters in Public Administration (MPA) program to educate current and emerging leaders in the upcoming cohort of the Vermont Certified Public Managers Program (VCPM). Under the terms of partnership, DHR will maintain oversight and ownership of the program. Instructors from UVM's MPA program will lead the course work and graduates will have an opportunity to earn college credit, which is a first for the VCPM program. UVM's MPA program has earned the distinction of being one of the best public affairs graduate programs in the country, ranking 94th among 285 public affairs graduate schools by U.S. News and World Report. Additionally, the program will be made available to more municipal and non-profit employees, allowing more Vermont organizations to benefit from best-in-class leadership instruction. Ancillary benefits include positioning Vermont as an employer of choice in a tight labor market and building stronger relationships between state and municipal governments and non-profit organizations.

Topics of study will continue to meet the stringent requirements and competencies of the National Certified Public Managers Consortium and include: Emotional Intelligence, Diversity and Cultural Competence, Guiding People and Systems Through Change, Ethics, Consulting Skills to Solve Government Challenges and Utilizing LEAN/Continuous Improvement strategies to establish performance measurement systems and increase efficiencies. This rigorous and

comprehensive training will ensure a pipeline of well-trained leaders for state and local governments and non-profits.

Contact Kari Miner, SOV Chief Learning Officer, [via email](#) or at 802.461.7680 with questions about the program or partnership.

Congratulations to the following employees, who have been accepted for the next cohort of the program.

- Erin Parizo | Highway Division
- Peter T. Pochop | Highway Division
- Mandy White | Highway Division

And congratulations to this year's graduates, who will be celebrating on June 21!

- Andrea Wright
- Marc Pickering

## National Public Works Week

### It Starts Here Program -- American Public Works Association (APWA) Partnered with Vermont Local Roads (VLR)



APWA announced “**It Starts Here**” as the theme for the 2019 National Public Works Week. This theme represents the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across North America.

What starts here? *Infrastructure* starts with public works. *Growth and innovation* starts with public works. *Mobility* starts with public works. *Security* starts with public works. *Healthy communities* start with public works. The bottom line; that citizens' quality of life starts with public works.

This year's exciting poster embraced a game board concept that puts into perspective the many responsibilities public works professionals take on to build, maintain, and support the infrastructure that helps our communities thrive.

On Tuesday May 21, 2019 Holly Hayden, VLR program coordinator, partnered with Lisa Schaeffler, board of directors for the New England APWA & assistant public works director for the Town of Williston, to facilitate a display of tables at the Essex Technology Center for show and tell. There were 46+ students that participated in this event as well as their instructors. VLR brought their excavator simulator which was a big hit! Other displays included: a flume from the Vermont Agency of Natural Resources (ANR), wastewater treatment operator information, explanation of how water systems work, where the water goes when it rains, deciding what gravel to use when building, and public works career opportunities with a list of the pay ranges. We received feedback from the ETC instructors that the students really enjoyed all the displays and they hoped we could do it again next year.



# Training Opportunities

We are sharing a select few trainings here; keep watch for our monthly Learning Opportunities eNewsletter, that will share all we have to offer! If you're interested in seeing a calendar of events, please visit the Learning Management System (LMS).

[View the training Calendar](#)

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## ENGAGING YOUR AUDIENCE, 2-DAY TRAINING

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This **two-day workshop** is highly interactive with each attendee giving several types of "real world" presentations. Individual critique is used after each presentation, where positive aspects of each presentation are reinforced and options are given for turning negatives into positives.

**August 7 & August 21** | VTrans Training Center, Room 114-A  
8:30 am - 3:30 pm

[REGISTER](#)

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## SUPERVISING IN STATE GOVERNMENT, LEVEL 1

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Level 1: "The Essentials" involves one class day per week over four weeks, and focuses on the skills a supervisor needs to survive and thrive in state service. A strength-based approach to supervision is the foundation of all of our supervisory and management training. It is the core of enhancing employee engagement across state government. **Level 1 is mandatory for all designated supervisors in the Executive Branch.**

**Session Start Dates:**

**July 9, August 6, September 3**

Trainings can only be viewed by current supervisors. [Contact the VTrans Training Center](#) if you have issues viewing dates or registering.

[REGISTER](#)

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## LUNCH & LEARN PROGRAMS

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The VTrans Training Center is putting together a schedule of Lunch & Learn topics to interest everyone. Bring your lunch and join us for a quick presentation, followed by Q&A and fun activities!

**External Certifications/ PE Credits**

*June 26, 2019 | 12:00 pm - 1:00 pm*

Dill Building Conference Room

***Be on the lookout for a Skype link.***

*Sponsored by the Transportation Leadership Institute*

**Continuous Improvement Tools**

*July 11 | 12:00 pm - 1:00 pm*

Davis 5th Floor Board Room, NL Building

**[Join via Skype](#)**

*Led by Adrienne Gil, Continuous Improvement Manager*

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### **Personal Development**

*August 22 | 12:00 pm - 1:00 pm*

VTrans Training Center, Rm. 114

#### **Join via Skype**

*Led by members of the VTrans Training Center*

### **Yearly Evaluations**

*October - Date TBD | 12:00 pm - 1:00 pm*

VTrans Training Center, Rm. 114

#### ***Be on the lookout for a Skype link.***

*Led by members of the Department of Human Resources*

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## **KNOWLEDGE-WAVE WEBINARS**

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As a State of Vermont employee, you are a KnowledgeWave member; all webinars below are free! Webinars are offered every month; [click here to see current listings](#).

### **OneNote Tips and Tricks**

**June 17, 2019**

*1:00 pm - 1:30 pm*

### **2 Soft Skills for Success: Time Management and Problem Solving**

**June 26, 2019**

*1:00 pm - 1:30 pm*

*Be sure to [upload your completion certificates to the LMS](#) to be added to your overall transcript!*

**Check the LMS Events Calendar for  
newly added training opportunity dates and times!**

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